



**PARKS AND RECREATION COMMISSION  
AGENDA**

**Wednesday, January 18, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real,  
Room 115**

**WELCOME TO OUR COMMISSION MEETING**

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

**Please note: Commission policy allows a maximum of three (3) minutes for individual comments.**

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1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** October 19, 2016
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
  - a. Overview of Rules and Enforcement Regulating Dogs in City Parks and City Council Request for Input Future Improvements to the City's Dog Park Located on Commodore Drive
  - b. Receive Request from the City Council for Parks and Recreation Commission Input Regarding the Installation of Play Equipment at Centennial Plaza
  - c. Approval of the 2017 Commission Meeting Schedule
8. **UNFINISHED BUSINESS:**
  - a. Oral Report on Lights Used by the Lowen Soccer Club at the Crestmoor Field
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
  - a. Commissioner Forum – Monday, January 23, 2017, 6:30 pm at San Bruno Senior Center
11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

**12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates (as needed)
  - 1. Adopt-a-Park Program (Palmer, Gonzales)
  - 2. Master Fee Sub Committee Meeting (Palmer, Melendrez, Davis)
- b. Report from Commissioners

**13. ADJOURNMENT**

**\*\* POSTED PURSUANT TO LAW \*\***



**CITY OF SAN BRUNO**

Community Services Department

**MEETING MINUTES**

**Parks and Recreation Commission  
October 19, 2016**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, Zamattia, and Youth Representative, Charlene Smith. Staff: Burns, Brewer, Venezia, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Davis led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** MSC Davis/Salazar for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** MSC Davis/Salazar for approval of the minutes. Approved unanimously.
5. **PUBLIC COMMENT:** Joe Meyer, 441 Chestnut Avenue, AYSO Representative, wanted to bring to the Commission's attention the meeting being held by the San Mateo Union High School District on Thursday, October 20, 2016 at 7 p.m. The meeting is regarding the selling of Crestmoor High School to fund teacher housing. He would like the Commission to attend because he believes that the selling of the property for housing could greatly impact the soccer community in San Bruno.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Request from San Bruno Lowen Soccer Club for Use of Temporary Lights at Crestmoor Soccer Fields Annually During the Months of November and December – Superintendent Brewer advised the Commission that Lowen requested lights on the Crestmoor Soccer Fields for a few years now. She added that with the location of the fields she did not feel it would be a problematic issue for the residents who live in proximity to the field. She also said that once the Commission approves the lights, it would not need to come back to the Commission for future approval unless a problem arose that staff felt would need to be addressed. Director Burns said that if the Commission chooses to approve the lights for this winter season, staff would return with a report to the Commission on whether there were concerns expressed by residents. Commissioner Salazar asked what process staff would take in reporting a problem back to the Commission if one should arise. Superintendent Brewer

replied that if complaints came to staff regarding the lights they would be assessed, and if needed would advise the Commission. Commissioner Davis expressed that staff is requesting numerous generators at one time to run the lights and she thinks that could possibly cause a problem with sound. She agreed that a report in January would be best. **MSC Greenberg/Gonzales** for approval of the use of lights on the Crestmoor Soccer Fields annually during the months of November and December. Approved unanimously.

- b. Review and Develop Comments and Recommendations for City Council Consideration on the Florida Avenue Park Draft Master Plan – Director Burns presented the draft Master Plan for the Florida Avenue Park to the Parks and Recreation Commission for their review and said their comments and recommendations would be presented along with the Draft Master Plan to the City Council on Tuesday, October 25, 2016 during their regularly scheduled meeting. Director Burns said that she expects the design to be complete in early spring 2017 and would come back to the Commission for further review and input and possibly through more neighborhood meetings as well. Director Burns added that the San Bruno Community Foundation was giving \$200,000 toward the cost of building the new park. Chair Palmer asked the sub-committee (Commissioners Melendrez and Salazar) to provide input first. Commissioner Salazar responded that both he and Commissioner Melendrez had attended both of the Florida Avenue Park meetings and felt the neighbors who attended expressed their ideas well and that both Commissioners were pleased with the design in the draft master plan. **Kevin Martinez, 177 Martin Place**, asked if the park was going to be completely closed off with only one entrance and Director Burns replied that general park design avoids fencing, but that is a detail that is yet to be determined. Mr. Martinez also asked if dogs would be allowed in the new park and Director Burns responded that park rules do not permit dogs. **Tim O'Brien, 293 Florida Avenue**, asked when demolition would begin on the Florida Avenue property. Director Burns replied that demolition was imminent, but could not give an exact date. **Joe Meyer, 441 Chestnut Avenue**, wanted to know how the no dogs in parks ordinance is enforced. Director Burns replied that it is reported to the police on a citizen complaint basis. **Kevin Martinez, 177 Martin Place**, asked if the park design included a new sidewalk around the park and a handicap accessible ramp. Director Burns said that improvements to the sidewalk are not part of the park planning process, but starting in November the City was moving forward with a sidewalk/pathway improvement project that would start on the east side of town. Commissioner Greenberg commented that she loved the idea of having adult exercise equipment in the park, but asked what kind of turf the great lawn would be because she would prefer the area to be playable. Commissioner Melendrez wanted to convey that he loved the idea of adult exercise equipment, but that it was also an area of concern for him because this would be uncharted territory for San Bruno parks. He asked how staff would provide maintenance for the equipment and Director Burns replied that parks maintenance employees hold certifications for maintenance of park equipment as well as receive training for specific exercise equipment from the vendors. Commissioner Melendrez also suggested that there should be signage for the exercise equipment that gives an age range for the users of the equipment. Youth Representative Smith expressed concern with the exercise equipment so close to the children's play area because children could wander over and get hurt. Commissioner Gonzales asked what age group the current play structure in the design would accommodate and Director Burns said that it would be designed for younger ages. Commissioner Gonzales replied if that

could be changed to accommodate older children as well and Director Burns said that she would include that request in her report to the City Council.

Commissioner Davis said the current design's play equipment is too small and the park as a whole does not offer very much. She would like to remind the Commission that this is a pocket park and not meant to be heavily utilized and maybe the City is investing too much money into this type of park including buying the exercise equipment. She added that if they want the park to be utilized and be worth the investment that they need to make sure that the play area can accommodate kids up to age 12 and that there also be a half basketball court included in the design. Commissioner Zamattia reminded the Commission that the current design reflects what the community requested during the park planning process and that they need to keep that in mind as they offer suggestions because veering off too much from the design is not fair to the neighborhood. She also said that she thinks the exercise equipment will be well received and utilized and the neighborhood voted for it. Commissioner Greenberg also said that one of her concerns is if there is staff availability to maintain this park and equipment in it. Director Burns said staff is planning to request two new full time parks workers in the next budget to keep up with the extra maintenance needed for both the Earl Glenview and Florida Parks.

Commissioner Salazar requested the final cost of the park and Director Burns said that the cost was \$640,000 for the acquisition of the property which was paid through the park and lieu fee funds. The design and construction of the park would be approximately \$775,000 with \$200,000 of that paid by the Community Foundation grant program and the remaining \$575,000 from the general fund capital reserve. **MSC Gonzales/Greenberg** to recommend to City Council the draft master plan for Florida Park with consideration to the proximity of play area to adult exercise area, continued concern about vandalism in the park, and to continue to honor and respect the development of the planning process that the neighborhood went through, and making sure the great lawn area is playable and adult exercise equipment is included. Approved unanimously. Commissioner Gonzalez added that she would like the Commission to express thanks to the Community Foundation for their grant toward the construction of this park.

- c. Review of Parks and Recreation Commission 2015-16 Annual Report to City Council – Superintendent Brewer said that staff was looking for input for the Commission's Annual Report that would be presented to the City Council on November 22. Changes would be added and sent back to the Commission for review the week before the presentation.
- d. Cancellation of November and December 2016 Regular Meetings and Scheduling a Special Meeting on Wednesday, December 7, 2016 – **MSC Davis/Greenberg** to cancel the Commission's November and December regularly scheduled meeting and hold a special meeting on Wednesday, December 7, 2016. Approved unanimously.

8. **EXCLUDED CONSENT:** None.

9. **ITEMS FROM STAFF:**

- a. Community Forums – October 26 and November 30, 2016 – Director Burns informed the Commission that the visioning process for the community amenities funded by the San Bruno Community Foundation was ready to move forward and define what the community wants in new facilities. **Frank Hedley, San Bruno Community Foundation**, added that the forum was to try to get maximum community input so that there would be a consensus on what the community

wants. Director Burns added that staff would be providing child care and translation services to try to encourage greater attendance.

- b. Superintendent Brewer reminded the Commission that the Community Services Department was hosting two upcoming City events the following week for Halloween and invited the Commissioners to attend. She added that the 25<sup>th</sup> Annual Holiday Boutique would be held at the Senior Center on Saturday, November 26 and the Annual Tree Lighting would be on Thursday, December 1 at the Veterans Memorial Center at 5:00 p.m. with performances from St. Roberts Choir and the Capuchino Marching Band.

10. **PUBLIC COMMENT:** None.

11. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates -
  - 1. Adopt-a-Park Program (Palmer, Gonzales) – Commissioner Gonzales reported that the planting project was completed by the Brownie Troop and it turned out great. She also said that they would be trying to create neighborhood groups around the new Earl-Glenview Park and Florida Avenue Park to have kickoff projects completed in conjunction with the dedication.
- b. Report from Commissioners – Commissioner Greenberg expressed how much she enjoyed Concerts and Movies in the Park. She also wanted to request that the tree replacement on Plumwood and San Bruno Avenue be on the next agenda as well as the possibility of merging the Commission's July and August meetings for the following year. Commissioner Davis told the Commission that they need to make it a goal for the following year to improve the Commodore Park dog run so that they address the concerns of dog owners in San Bruno. Commissioner Gonzales added that she feels that the issue with the dog run lies in the proximity of where Grundy Park is and not just the condition of the current dog run at Commodore Park. Commissioner Salazar asked for clarification on what exactly would be asked of the Commission regarding the dog run and Director Burns said that she believes the City Council is looking for input on enforcement and improvements to the Commodore Park dog run. She will define the issue and place it on the Commission's January agenda. Commissioner Nigel announced that he received a national award on October 5, 2016 in St. Louis and felt proud to represent the City of San Bruno.

12. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:33 p.m.





**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

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**DATE:** January 18, 2017

**TO:** Parks and Recreation Commission

**FROM:** Kerry Burns, Community Services Director

**SUBJECT:** Overview of Rules and Enforcement Regulating Dogs in City Parks and City Council Request for Input on Future Improvements to the City's Dog Run Located on Commodore Drive

**BACKGROUND:**

With the exception to the dog run located at Commodore Park, the City's Municipal Code section 9.16 prohibits all animals, except service animals, from entering a City park. In the case of a dog, this prohibition does not distinguish between whether the animal is on-or-off leash.

From time to time, the City receives complaints from visitors to City parks regarding off-leash dogs. Very rarely is a complaint received regarding an on-leash dog. These complaints are provided through social media or are made directly to the Police or Community Services Departments. In 2016, social media posts in February and September were made by approximately 10 residents who expressed concern about dogs at Grundy Park as well as the lack of amenities at the Commodore Park dog run. Approximately six times a month staff at the Recreation Center receives a complaint regarding an off-leash dog at one of the City parks. 8 off-leash and 1 on-leash dog complaints were received by the Police Department during calendar year 2016.

As a result, the City Council is requesting input from the Parks and Recreation Commission on two matters:

1. Strategies for addressing dogs in City parks, and
2. Suggestions for improvements and additional amenities at the dog run located at Commodore Park.

**DISCUSSION:**

Enforcement of No Dogs in City Parks

Entrances to parks throughout the City have posted signs stating dogs are prohibited. Generally, complaints regarding dogs in parks are received on weekdays in the late afternoon and early evening and throughout the day on Saturday and Sunday. Complaints also generally come from residents visiting three parks: City Park, Commodore Park and Grundy Park.

Response to a complaint of a dog in a park can be a challenge. Most often, by the time a Police Officer can respond to the complaint, the owner and dog have already exited the park. Although parks and recreation staff do not possess the legal authority to issue citations for infractions of

the municipal code, when they observe a dog in the park they provide a friendly reminder that dogs are not allowed in City parks. More often than not, the resident will place the dog on a leash and exit the park. Only when staff is unable to gain the owners cooperation to remove the dog from the park do they ask for a Police Officer to respond.

Enforcement occurs on a complaint-basis. When a complaint is registered, a Police Officer responds to the park, based on available resources. If the Police Officer observes the dog off-leash, the office first advises the owner of the ordinance and seeks compliance. Only if the owner fails to comply is a citation issued. The Police Department will be providing some enforcement and will conduct visits to City, Commodore and Grundy Parks during peak complaint times, based on available resources. Police Officers already conduct regular visits to the three parks on weekend days. Additionally, the next edition of the City's FOCUS newsletter will contain an article reminding residents of the park rules.

In addition to the initiatives currently in place, the City Council is inviting input from the Commission on strategies for addressing dogs in City parks. Based on the input from the Commission, staff will analyze the cost and implementation strategies associated with the Commission's suggestions and provide this information to the Commission and City Council.

#### Commodore Dog Run Improvements

In addition to suggestions for addressing dogs in City parks, the City Council is also inviting input from the Commission on recommended improvements to the dog run located at Commodore Park. These suggestions will be timely for analysis by staff when it develops project proposals as part of the Fiscal Year 2017-18 budget development process.

By way of background, the City's original dog run was located at the former Carl Sandberg Elementary School site in the Rollingwood neighborhood. When the school site was sold in 2005, the City evaluated replacement locations including City Park, Lions Park/Field, Grundy Park and Commodore Park. That evaluation considered suitability based on potential conflicts with existing programmed recreational activities and adjacency to homes. After a thorough evaluation, the area at the east end of Commodore Park was identified to best meet this selection criteria and was selected as the replacement dog run.

The dog run and amenities were constructed by the City's parks maintenance staff utilizing \$20,000 from the Park-in-Lieu Fund. With these funds, perimeter and interior fencing was installed to create play areas for small and large dogs. Limited amenities such as picnic tables and dog water fountains were also included at that time.

In early 2010, several residents requested the installation of lighting at the dog run. At its April 2010 meeting, the Parks and Recreation Commission considered the following four options:

- Option 1: Installation of a 1000-watt fixture mounted on the roof of the Well 15 Pump House (\$2,700).
- Option 2: Installation of a second lighting fixture mounted on the existing light pole adjacent to the entrance to the dog run (\$3,400).
- Option 3: Installation of a 15-foot pole with a 1000-watt light fixture installed near the Well 15 Pump House (\$5,600).



Option 4: Installation of 6 poles with lights and timer around the perimeter of the dog run (\$49,200).

The Parks and Recreation Commission selected Option 3 which provided the most effective lighting solution at the most economical cost. Funding was not appropriated at that time for the lighting and users of the dog run were asked to raise the required \$5,600. To date, their fund raising efforts remain ongoing.

Since this 2010 discussion, San Bruno residents and non-resident dog run users have provided the following suggestions for improving the dog run at Commodore Park:

- Shoe Cleaning Station
- Enlarge Large Dog Play Area for Active Play and Reduce Small Dog Play Area for Better Socialization
- Provide More Seating in Both Play Areas
- Provide More Shade with Trees or Arbors in Both Play Areas
- Level Play Areas by Installing Retaining Walls the Park
- Resurface Area by Installing Engineered Wood Fiber to Reduce Mud and Slipping on Bare Ground
- Install Hand Wash and Ball Washing Stations
- Install Holding Containers for Balls and Toys

The following improvements to the dog run could address these requests:

- Install a retaining wall along the southern edge of the run to level out the play areas and address drainage concerns;
- Remove trees within the large dog play area and replace them along the exterior perimeter;
- Expand the large dog play area to allow for more active play by reducing the small dog play area to allow for more socialization of smaller dogs and their owners;
- Install engineered wood fiber and/or decomposed granite ground cover to reduce muddy areas and to enhance overall sanitation; and,
- Install additional amenities such as washing stations for hands, feet and toys as well as seating areas and tables.

#### **FISCAL IMPACT:**

Staff will gather costs associated with Commission recommendations. These costs will be provided to the Commission and a funding request will be included for consideration in the 2017/18 Fiscal Year Budget.

#### **ATTACHMENTS:**

1. Municipal Code section 9.16.010 Domestic Animals and 9.16.020 Authorized Dog Runs

## Chapter 9.16

### ANIMAL REGULATIONS

#### Sections:

- 9.16.010 Domestic animals.**
- 9.16.020 Authorized dog runs.**
- 9.16.030 Removal of excreta.**
- 9.16.040 Remaining in area after directed to leave.**
- 9.16.050 Violation—Penalty.**

#### **9.16.010 Domestic animals.**

No owner or possessor of any dog, cat, fowl or of any animal, whether domestic, livestock, wild or exotic shall permit such animal to enter or run at large in any park, school or recreation area or in the city and county of San Francisco watershed recreational easement, either with or without a keeper, except as permitted by Section 9.16.020 of this chapter. Nothing in this section shall prohibit a Seeing-Eye dog under the control of a blind person from entering a park, school or recreation area or the city and county of San Francisco watershed recreational easement. (Ord. 1493 § 2 (part), 1988)

#### **9.16.020 Authorized dog runs.**

The city council may, by resolution, authorize identified public facilities as dog runs within the city. Upon the designation of an authorized dog run, the following shall apply:

A. The use of the identified public facility as a dog run is for the recreation and/or exercise of dogs only, which may or may not be restrained by a leash, rope or other physical restraint while the dog is within the designated dog run.

B. During the transportation of a dog or dogs to and from designated dog runs, the dog or dogs must be restrained by leash, rope or other physical restraint which shall be continuously held by a competent person.

C. All dogs within a designated dog run must be licensed and vaccinated pursuant to Chapter 6.36 of this code.

D. Unrestrained dogs within a designated dog run must be under the supervision and control of a competent person. Dogs may not be left unattended within any designated dog run.

E. The days and hours of operation of the public facility as a dog run, and other such limiting conditions shall be established by resolution of the city council and posted upon a conspicuous place within the designated dog run.

F. In permitting a designated area to be operated as a dog run within the public facility, neither the city nor the facility owner, nor any employee, officer or agent of the city or the facility owner assumes responsibility or liability for any personal injury, injury to other animals, or property damage occasioned by a leashed or unleashed dog within the designated dog run area. The dog owner and/or custodian of the dog assumes actual liability for any such injury so occasioned. (Ord. 1493 § 2 (part), 1988)

#### **9.16.030 Removal of excreta.**

It is the responsibility of each dog owner or controller to remove, contain and properly dispose of his or her animal's excreta, trash and litter prior to leaving the designated dog run. (Ord. 1493 § 2 (part), 1988)

#### **9.16.040 Remaining in area after directed to leave.**

A. The city council finds and declares that the creation of a dog run area may potentially cause disruption to the users of the facility by the occasional animal owner who is unwilling or unable to keep his or her dog from disrupting other facility users. The city council further finds that appropriate officials need the ability to preserve the health, safety and welfare of the community in general and of the dog run facility users in particular by empowers such officials to remove those animal owners who are unable or unwilling to control their animals.

B. When any animal control officer, police officer, or other employee designated by either the San Bruno city manager or chief of police declares

that an animal within a designated dog run is either unsupervised, or such animal owner either is unable or unwilling to control his or her animal, the officer or employee may direct the animal owner to leash his or her animal and leave the designated dog run.

C. No person shall remain in a designated dog run after having been directed to leave pursuant to subsection B of this section beyond an amount of time reasonably necessary to depart from the area.

D. Any person directed to leave a designated dog run must remain away from within the enclosed premises of the designated dog run for a period of no less than twenty-four hours. (Ord. 1493 § 2 (part), 1988)

**9.16.050 Violation—Penalty.**

Any person violating the provisions of this chapter shall be guilty of an infraction and shall be punished as provided in Section 1.28.010 of this code. (Ord. 1493 § 2 (part), 1988)



CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT  
PARKS & RECREATION SERVICES

**SAN BRUNO PARKS & RECREATION COMMISSION  
MINUTES**

April 21, 2010

**Vice-Chair Greenberg** called the televised meeting of the San Bruno Parks and Recreation Commission to order at 7:00 p.m.

**Commissioner Zamattia led the Pledge of Allegiance.**

**PRESENT AT MEETING** – Commissioners: Vice-Chair Greenberg, Bower, Davis, Lara, Marshall, Nigel, Stanton and Zamattia. Excused: Chair Pierce. Staff: Schwartz, Brewer, Alita, Mattias and Intern Erickson.

**MINUTES:** **MSC Davis/Nigel to approve the Minutes of the March 17<sup>th</sup> meeting. Vice-Chair Greenberg abstained.**

**A. COMMUNITY RECOGNITION AWARD** – On behalf of the Commission, **Commissioner Nigel** presented Robert Riechel with a plaque for his outstanding service with the San Bruno Community. This award was started in 1992 recognizing mentors and volunteers for their outstanding services in the community. Mr. Riechel is on the Downtown Transit Advisory Committee, Redevelopment Committee and has coached soccer.

**B. UNFINISHED BUSINESS:**

**1. Committee Projects**

- a. **Athletic Field** – **Director Schwartz** stated that at the last City Council meeting, Council allocated up to \$200,000 to begin work at Lions Field. Our Public Services Department is now spearheading the project and they will be contracting the engineering work i.e.; surveying and design work to determine costs involved in making Lions Field a year-round facility.
- b. **Dog Park** – **Vice-Chair Greenberg** reviewed Manager Freitas' Dog Park lighting options that was submitted with the Agenda. **Commissioner Davis** asked how much light is distributed with a 1,000-watt fixture. **Commissioner Lara** asked how much additional lighting the public requested. After much discussion, **Director Schwartz** said that we would like enough light for safety of facility users. The Commission agreed the information provided was enough to inform the PRC and public for fundraising/donation possibilities.

**Director Schwartz** introduced Intern Jason Erickson. Jason will be working with the Department for the next few months and one of his projects will be to collect information for a brochure regarding dog parks in San Francisco, San Mateo and Santa Clara counties, including their locations, hours, and amenities.

Location: Crystal Springs Ave. at Oak Ave.  
Mailing: 567 El Camino Real, San Bruno, CA 94066-4299  
Voice: (650) 616-7180 • Fax: (650) 583-2545  
<http://ci.sanbruno.ca.us>



**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

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**DATE:** January 18, 2017

**TO:** Parks and Recreation Commission

**FROM:** Kerry Burns, Community Services Director

**SUBJECT:** Receive Request from the City Council for Parks and Recreation Commission Input Regarding the Installation of Play Equipment at Centennial Plaza

**BACKGROUND:**

The City is actively working on Transit Corridors Plan implementation measures. One such initiative is the preparation of a Downtown Streetscape Plan for San Mateo Avenue. The Plan will establish a design for streetscape improvements, including pavement treatments, benches, trash receptacles, light standards, landscaping, and gateway features for San Mateo Avenue from Taylor Avenue/El Camino Real to San Bruno Avenue. The Plan will be used to guide development improvements and to seek funding to complete the full range of improvements which will enhance and transform this important San Bruno street and business district. The Plan will take approximately one year to complete and will include robust public outreach and involvement.

Within the Plan area located at the intersection of San Mateo and Jenevein Avenues is the former site of the Wells Fargo Bank, today known as Centennial Plaza. Following demolition of the Wells Fargo building, the City installed plant material, ground cover and a water feature to give the area a finished appearance. Below ground structures, including footings and foundations were not removed as part of the building demolition and no finish site work has been completed.

Centennial Plaza will become an important gathering space and prominent design feature in the Downtown Streetscape Plan. The City Council's intent is to further develop Centennial Plaza as a community meeting space and prominent design feature of the Downtown.

At the November 2016 City Council when the Parks and Recreation Commission presented its annual report, the City Council requested the Commission's input on the acquisition and installation of play equipment at Centennial Plaza.

**DISCUSSION:**

Acquisition and installation of play structure for children ages 2-5 in Centennial Plaza would cost \$15,000-\$25,000. Other expenses would include site improvements to grade the area to meet drainage, fall protection, and Americans with Disabilities Act requirements. Irrigation, landscaping, fencing, and signage would also be necessary. In total, the project could cost \$75,000 to \$100,000 depending upon the cost to remove existing below-ground footings and foundations to ensure proper grading and installation of play equipment structural support elements. Since funding has not been appropriated and design has not yet commenced, it is

likely the Florida Avenue Park will be completed and available to the community before the play equipment at Centennial Plaza could be installed, thereby providing the neighborhood with the much needed and desired neighborhood park and children's play equipment.

**FISCAL IMPACT:**

No funding is currently approved to make improvements to Centennial Park.

**ATTACHMENTS:**

None.





**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

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**DATE:** January 18, 2017

**TO:** Parks and Recreation Commission

**FROM:** Kerry Burns, Community Services Director

**SUBJECT:** Approval of 2017 Meeting Schedule of the Parks and Recreation Commission

**BACKGROUND:**

At the beginning of each calendar year, the Commission is provided with the draft schedule of the upcoming year's meeting calendar. To complete this calendar, staff would like to confirm the Commission's preferences regarding televised meeting as well as the continuation of the Commission's practice to cancel the July meeting and combine the November and December meetings into one meeting to be held the first Wednesday of December (December 6, 2017).

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

2017 Draft Meeting Schedule of the Parks and Recreation Commission



CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT

DATE: November 17, 2016  
TO: Parks and Recreation Commissioners  
FROM: Ludmer Aker, Executive Assistant  
SUBJECT: 2017 Meeting Schedule of the Parks and Recreation Commission

**The following is 2017 meeting schedule:**

Wednesday, January 18 – 6:30 pm

Wednesday, February 15 – 6:30 pm

Wednesday, March 15 – 6:30 pm

Wednesday, April 19 – 6:30 pm

Wednesday, May 17 - 6:30 pm

Wednesday, June 21 – 6:30 pm

**\*\* No July Meeting \*\***

Wednesday, August 16 – 6:30 pm

Wednesday, September 20 – 6:30 pm

Wednesday, October 18 - **Televised Meeting at the Senior Center @ 7:00 pm**

Wednesday, December 6 – 6:30 pm **November/December Meetings are combined**

**NOTE:** All Regularly scheduled meetings are scheduled at 6:30 pm and are held at City Hall in Room 115. Televised meetings are scheduled at 7:00 pm and are held at the Senior Center.

Cc: Kerry Burns